

SINGLE FAMILY RESIDENCE PERMIT PACKAGE CHECKLIST CITY OF WINTER GARDEN

Building Phone (407) 656-4111, ext. 2245
Building Fax (407) 656-0839

Builder _____

Lot # _____ Subdivision _____

Address _____

Permits must include the following items for review and approval:

- _____ **BUILDING PERMIT APPLICATION:** completed, signed & notarized by Owner and Builder
- _____ **LIEN LAW** on back of application form completed
- _____ **CERTIFIED NOTICE OF COMMENCEMENT** submitted at time of permit application
- _____ **POWER OF ATTORNEY** (one submitted for each sub contractor and for permit runner)
- _____ **ADMINISTRATIVE SERVICE FORM** for first time applicants - annually renewed at \$15.00
- _____ **1 COPY OF FLOOR PLAN WITH 1 COPY OF SURVEY ATTACHED** - write in address for Orange County Tax Assessor
- _____ **1 COPY OF TOP PAGE OF ENERGY CALCS** completely filled out for State of Florida
- _____ **1 COPY OF PLOT PLAN/SURVEY** including driveways, drainage types, finished floor elevations, street elevations, and showing location of septic tank and drainfield
- _____ **1 COPY OF PLOT PLAN** Xeroxed from the final plat on 8 ½ x 11
- _____ **1 COPY OF SEPTIC TANK PERMIT** from Orange County (if applicable)

*** ALL OF THE FOLLOWING ITEMS NEED TO BE STAPLED AND FOLDED TOGETHER ***

- _____ **3 SETS OF SEALED DRAWINGS:** Cover and all sheets must have statement and meets requirements section 1606, '97 Ed. Of SBC, 100 MPH Wind, All connections have been checked to withstand all applicable loads
- _____ **3 PLOT PLANS/SURVEYS** including driveways, drainage types, finished floor elevations, street elevations, and showing location of septic tank and drainfield
- _____ **3 PLOT PLANS** Xeroxed from the Final Plat on 8 ½ x 11 sheet
- _____ **3 TRUSS PROFILES AND LAYOUTS WITH APPLICABLE FASTENERS**
- _____ **3 SETS OF ENERGY CALCS (Inc. Manual J & Duct Layout)** completed with address and owner information
- _____ **WINDOW, DOOR AND TEMPERED GLASS:** certification that they meet design required for 110 mph
- _____ **HEADER AND FRAMING SCHEDULES** showing sizes, spans and fastening
- _____ **ELECTRICAL, PLUMBING AND MECHANICAL** layouts, schematics and riser diagrams
- _____ **OTHER:** _____